

**MONITORING TOOL: PART II**  
**Client Record Review Worksheet**  
**HCCBG    Funding**

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[illegible]

A Answer yes if documentation in the client file shows a birthdate placing the applicant at or above the age of 60.

Answer no if documentation was not available or if the applicant was under the age of 60.

10A NCAC 06E .0303    Comments:

B Answer yes if documentation in the client file affirms that no one was able and willing to perform the services requested for them.

Answer no if documentation was not available.

10A NCAC 06E .0303 Comments:

C Answer yes if documentation in the client file verifies that applicant lives in a county funding housing and home improvement.

Answer no if the county of residence does not fund the program.

10A NCAC 06E .0303 Comments:

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D Answer yes if the application for services is signed and dated by the applicant on his or her own behalf or by an adult acting on behalf of a disabled adult as defined in § 108A-101(d).

Answer no if there is no application available for review.

10A NCAC 06E .0303 Comments:

E Answer yes if documentation in the client file substantiates the need for housing and home improvement services.

Answer no if documentation neglects to show a need for services.

10A NCAC 06E .0303 Comments:

F Answer yes if documentation in the client file indicates those federal, state and local agencies to whom the applicant was referred for housing and home improvement services.

Answer no if documentation does not include this information.

10A NCAC 06E .0401 Comments:

G Answer yes if client file indicates applicant lives on rental property and documentation in file shows the landlord is not responsible for home improvement but gave written approval for the work to be performed.

Answer no if client lived on rental property and documentation did not include this information.

Answer n/a if client owns the property.

10A NCAC 06E .0402 Comments:

H Answer yes if client record documents labor, materials and total administrative costs (e.g. receipts and project report such as Appendix D).

Answer no if records fail to show documentation.

10A NCAC 06E .0401 Comments:

I Answer yes if client records show actual project costs (administrative, labor and materials) do not exceed \$1,500 per home per program year.

Answer no if records do not specify total project costs less than \$1,500.

10A NCAC 06E .0401 Comments:

J Answer yes if client file documentation shows opportunities to contribute to the cost of services prior to and following receipt of services.

Answer no if there was no documentation to this effect.

10A NCAC 06E .0401 Comments:

***To be in compliance, all blocks should be answered yes; n/a is also acceptable in block G.***